**Creating Survey Questions using Forms and Teams**

You will have to type up your survey questions using Forms. You will then create a link to your survey’s Form, which you will share with your class Team.

1. Log on to Office 365. Your user name is: *your-student-number*@edu.burnabyschools.ca, e.g., *123456*@edu.burnabyschools.ca
2. Go to **Forms**.
3. Select “Create a **new form**”
4. Create a **title** for your survey. Include the TOPIC of your survey and the NAMES of YOU and YOUR PARTNER, e.g., *“Phone Use Survey (Tom and Gerry)”.*
5. For the **description**, you can enter what the survey is about, e.g., “This survey explores the phone usage habits of grade 9 students.”.
6. If you click on the “image icon”, you can add an image for your survey. (Do not spend a long time looking for an image!)
7. Click on **“+ Add new”** to enter a question.
8. Choose the **type of response** your question would have, e.g.,:
* **OPTION** (where you define the options or “categories” for the responses). *You will use this the most.*
* TEXT (where people can give an opinion – NOTE: it is difficult or impossible to do statistics on this type. Use as an extra question.
* RATING: Use at most 1 of these.
* **LIKERT**: For this, say “For each statement, choose the option that applies to you the most:”, then for categories, you can have “Strongly agree”, “Agree”, “Neither agree nor disagree”, “Disagree”, and “Strongly disagree”. Then add your statements.
* NOTE: **Use OPTION and/or LIKERT the most** as they are easy to analyze statistically. Use TEXT and RATINGS only for additional information.
1. You need a minimum of 4 “good” questions (that do not cause problems with data collection) and 1 “problem” question that would cause issues with data collection (to show that you understand the difference).
2. **Sharing your survey**: When you have typed in all your survey questions, click on SHARE. Then click on **Copy** to save the link.
3. **Turn in Assignment to Ms**. **Kamber**: Go to **Assignments** (side tab):
* Find the Survey assignment. Click on **“+ Add Work**”.
* Click on “**Link**”. Copy (control-V) the link here.
* Click on the “**Turn In**” box at upper right to hand it in. **Deadline**: today!!

I will then provide you with feedback. Check back in the next while!

1. **Share with your Partner**: Under **SHARE to Collaborate**, click on “**Get a link to view and edit**”. COPY the link it gives you and send it to your partner (e.g., using the **Chat** side tab.) You both need to have access to your survey!
2. **If you are done**: Go to **coolmathgames.com** and play some MATH games.
3. **Share with your team (class)**: ONCE I have given you the OK, go back to your Form and to the SHARE option. COPY the link. Then click the Teams side tab. At the bottom, you will see “Start a new conversation”. That is where you paste in the link to your survey to share it with the team (your class).
4. **DO NOT ANSWER any surveys yet**! We will do that on another day (Day 4 – Survey Day).

**Burnaby South Health and Wellness Week!** This will be in March, the week before Spring Break. You could get a grant for up to $500 to do an Awareness Blitz about your survey topic at school! If you are interested, this could take your survey to a whole new level! The money could be used for flyers and/or other activities you can think of to raise student awareness about your survey’s topic!

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